



**fall\_submission\_reg\_prioryearleaver**



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**Registration > Reports > Create Registration Report**

**Report Template**  
☐ Public

**Report Title**

**Campus Options**  
☒ Campus 001  
☐ All Campuses

☐ Demo1

☐ Demographic Information
 

|                                        |                                               |                                                |                                               |                                                   |                                                      |                                            |
|----------------------------------------|-----------------------------------------------|------------------------------------------------|-----------------------------------------------|---------------------------------------------------|------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Sch Yr        | <input checked="" type="checkbox"/> Campus ID | <input checked="" type="checkbox"/> Student ID | <input checked="" type="checkbox"/> Grade     | <input type="checkbox"/> Entry Dt                 | <input type="checkbox"/> Track                       | <input type="checkbox"/> Orig Entry        |
| <input type="checkbox"/> Withdrawal Dt | <input type="checkbox"/> Reason               | <input type="checkbox"/> Portal ID             | <input checked="" type="checkbox"/> Last Name | <input checked="" type="checkbox"/> First Name    | <input checked="" type="checkbox"/> Middle Name      | <input checked="" type="checkbox"/> Gen    |
| <input type="checkbox"/> Nickname      | <input type="checkbox"/> SSN Denied           | <input checked="" type="checkbox"/> SSN        | <input type="checkbox"/> Masked SSN           | <input type="checkbox"/> Prior SSN                | <input checked="" type="checkbox"/> TX Unique Stu ID | <input type="checkbox"/> Medicaid Eligible |
| <input type="checkbox"/> Medicaid ID   | <input type="checkbox"/> Sex                  | <input checked="" type="checkbox"/> DOB        | <input type="checkbox"/> Hispanic/Latino      | <input type="checkbox"/> Aggregate Race/Ethnicity | <input type="checkbox"/> Comments                    |                                            |

☐ Race

The Prior Year Leaver data, including the following data, can be verified by creating a customized report in Registration in the prior year's data.

- IndustryBasedCertificationSet
- GraduationSet

**Registration > Maintenance > Student Enrollment > tab**

Update data elements:

- ☐ Click **Retrieve** to select a student.
- ☐ Select the appropriate tab to update data elements. ☐ Update data.
- ☐ Click **Save**.

Some data elements must be updated on **\*\*Graduation Plan > Maintenance > Student > Individual Maintenance** in the previous school year.